



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 11, no. 25

GP 3.16/3-2:11/25

December 15, 1990

## **Spring 1991 Council Meeting Scheduled To Be Preceded by Census Data User Conference**

The Spring 1991 Depository Library Council conference has been scheduled for April 17-19 in Boston. It will be held at the 57 Park Plaza Hotel in the Back Bay area, near the heart of Boston and the Boston Commons. A map of the area will be published in a future issue of Administrative Notes.

Room rates at the 57 Park Plaza are \$80 single and \$90 double, and are guaranteed through the weekend. For reservations, write to the hotel at 200 Stuart St., Boston, MA 02116, or call (617) 482-1800.

The conference will be preceded on Tuesday, April 16, by a Census Data User Conference. The morning session will provide information on basic census procedures, geography and subject content; the afternoon session will present data products and availability.

The Government Publications Librarians of New England will sponsor a reception on Wednesday evening, April 17, at the hotel from 4:00 to 6:30 p.m.

A pre-registration form for both the Census Bureau presentation and the Depository Library Council meeting will appear in a later issue of Administrative Notes. There is no charge for attending either the Census conference or the Council meeting.

Boston's Logan Airport is about a 20-minute cab ride away from the hotel. There is free parking at the hotel for attendees.

Special discount air fares are available through Delta Air Lines. You can call toll-free to 1-800-221-1212 and refer to File Number T-11635. This entitles you to a 5% saving on round-trip discount fares or a 40% savings on regular day coach fares. If you fly a Delta Connection carrier, you receive a 35% discount.

There also is an arrangement with Alamo Rental Cars. Call toll-free: 1-800-732-3232 and refer to Group ID 66716 or Plan Code GB. (The Government Printing Office does not endorse such arrangements but merely offers this as public information.)

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## Best Wishes for

# Happy Holidays

## From LPS

*To All Our Depository Friends!*



Quint, Ho - Lucille Wanger

Carnegie Smith (Smith)

AN-v11-#25-12/15/90



Michael A. Clark

Shelia McParr



Wane John Walters

Betty Jones

Andrea Morris Gable

And A Happy

New Year!

Ronald Morton

Ulice Anderson

Diane White

Earl Lester

Edison Permeth



Joe McClure



Donna Deane

Lee Marie Forex

Wendy Kloiber

Edward Lingham

Landra Stibb

Chir Woodward

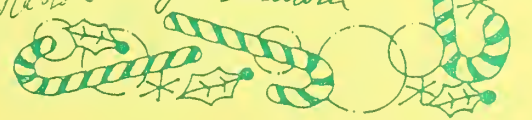
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Joan K. Albert

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Jim Baldwin

Patricia Deane



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Josephine Graham

Shirley J. Fox

Laure B. Hall

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## Claims Faxing Open to All Depositories in 1991

### Calling Time Scheduled According to Time Zones

Claims faxing from regional depository libraries has proven a success, after a 4-month test period. The Depository Distribution Division has found that faxing claims has resulted in a much more efficient claims-filling process, with a shorter turn-around time. The Division is therefore opening fax claiming to all depositories starting on January 1, 1991. Libraries may also still mail in claims.

The fax number for claims is: (202) 275-7453. Claims only please!

During the test with the regionals, claims processing staff found that many libraries tended to fax their claims at the same time in the morning. Since there is only one telephone line for faxed claims, the libraries often encountered a busy signal. In order to reduce the occurrence of busy signals and to ensure a smooth workflow, the Depository Distribution Division is requesting that libraries send in their fax claims during specific times of the day, according to the time zone they are in. The chart below shows the calling times specified for each time zone, and, in parentheses, the corresponding time the calls will be received in LPS.

Pacific	Central and Mountain	Eastern
8:00 - 11:00 a.m.	1:00 - 4:00 p.m.	8:00 - 11:00 a.m.
(11:00 a.m.- 2:00 p.m.)	(2:00 - 6:00 p.m.)	(8:00 - 11:00 a.m.)

Claims may be faxed in before 8:00 a.m. and after 5:00 p.m., Eastern time, by libraries in any time zone. Many fax machines can be set to transmit at a pre-determined time, such as at night to take advantage of lower rates. Depository library staff could therefore put together their claims at a time convenient to them and arrange to have them faxed overnight. LPS claims processing staff could then begin processing them at the beginning of the next working day.

Librarians are reminded to include the library's full name and address on the fax form. When a mailed claim form omitted the sending library's name and address, LPS could usually get the information from the envelope. If the name is missing from a fax claim, however, LPS will be unable to find out where it came from. To ensure efficient handling of your claims, please be sure to include all of the following information:

Depository library number  
Depository library name and address  
Fax phone number.

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## Trivizas and Baldwin Appointed to Key Positions

Bonnie Trivizas, formerly Chief of the Library Division, has been appointed Director of the Library Programs Service (LPS) effective August 20, 1990. Her appointment fills the one-year vacancy created when the former director, Mark Scully, was detailed to the White House Conference on Library and Information Services.

Ms. Trivizas served as Library Division Chief since January 1986. She had previously worked with Aspen Systems, Inc., in developing and managing the National Criminal Justice Information System for the Department of Justice. Prior to joining Aspen Systems, she had spent several years with the U.S. General Accounting Office in various positions, including supervisory librarian and computer specialist.

Gil Baldwin has been appointed to fill the one-year vacancy in the office of the Chief, Library Division effective December 3, 1990. Mr. Baldwin has served in various capacities in GPO, most recently as Chief of the Cataloging Branch, a position he held since September 1986.

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## Fax Your Inquiry Forms!

The Library Programs Service can now accommodate receipt of Depository Library Inquiry Forms (GPO Form 3794) by fax! The number to call, for inquiry forms only, is (202) 275-7434. The forms may also still be sent by mail.

As always, the library number and name and address should be clearly shown. The library's fax number should also be included.

Inquiries about SuDocs classification numbers will be answered through correction shipping lists and in the Whatever Happened To? and Update to the List of Classes columns in Administrative Notes, as formerly.

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## Congressional Record on CD-ROM Pilot Project Commences

The last of the three CD-ROM Pilot Projects was implemented with the distribution of the final version of the 1985 Congressional Record on CD-ROM in late November.

The shipment, mailed to all federal depositories, included a cover letter from the publisher (the Joint Committee on Printing), two CD-ROMs containing the Congressional Record, a binder, detailed paper documentation, a quick reference card, instructions for installing the software, and an addendum to the documentation. Any of those items not received should be claimed on the appropriate shipping list.

Evaluation material for the pilot project was also included in the separate shipment. These items included a pre-paid return postcard, an overview, a users' log, an expense sheet, two surveys, and a return envelope for the surveys.

All depositories are asked to complete and return the pre-paid postcard within 5 days of receipt. This postcard is important to the pilot project, as it will provide GPO with the name of a library project coordinator and will indicate whether the library owns or plans to purchase CD-ROM equipment.

Depositories owning equipment are also urged to install the CD-ROMs within 5 days of receipt and begin collecting important project data regarding use and costs. One month after installation, the library should initiate the collection of user data with the User Survey form. At the end of the second month after installation, the project coordinator should complete the Library Survey and mail it, with the completed User Surveys, to the General Accounting Office (GAO) in the pre-paid envelope provided.

For questions about the Congressional Record CD-ROM pilot project, call Jane Bartlett, Manager of LPS' Information Technology Program, at (202) 275-1003. Questions about the survey instruments and the CD-ROM study should be addressed to Tom Beall (GAO) at (202) 275-4427.

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## Economic Bulletin Board (EBB) Surveys Mailed

The 100 test site depositories for the Economic Bulletin Board (EBB) online pilot project were mailed a data collection survey packet in late November. In addition to instructions, the packet includes a form for the recording of EBB-related staff workload and costs, plus an assessment of the library's experience with the pilot project. This form is to be completed upon termination of the EBB pilot project on December 31, 1990.

The packet also includes a second form for collecting usage data from patrons for whom access to the EBB was through a mediated search. All completed forms must be returned to the General Accounting Office (GAO), in the pre-paid envelope provided, no later than January 15, 1991.



Questions about either survey? Call Tom Beall at GAO. His number is (202) 275-4427.

Did your library not receive a survey packet? Do you have a question about this pilot project specifically (or the pilot projects, in general)? Call Jane Bartlett at Library Programs Service, GPO. Her number is (202) 275-1003.

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## USGS Discontinues U.S. 1:1,000,000-scale Maps

On September 1, 1990, the U.S. Geological Survey (USGS) announced that it has discontinued publication of its U.S. 1:1,000,000-scale maps. The maps were printed in two editions -- an IMW edition (the U.S. contribution to the International Map of the World (IMW) series), and a USGS edition (a series that does not conform to the IMW specification in all respects but satisfies the same general purpose). Item number 0619-G-22 and SuDocs class I 19.107: will be deleted from the profiles of libraries that selected it.

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## Readers Exchange

### Supporting School Curriculum with U.S. Government Publications

Today's school libraries and media centers actively teach students information skills. A student's education would be incomplete without a knowledge of how to obtain information from the U.S. Government. Including government publications in the curriculum provides the resources necessary to ensure that this type of learning takes place.

The bibliography Supporting School Curriculum with U.S. Publications identifies by subject area programs, grants, government agencies and both print and audiovisual items that would be of interest to both teachers and students. This forty-page bibliography is indexed and is available by writing Susan Lawrence, Manchester City Library, 405 Pine Street, Manchester, NH 03104-6199. Please make checks payable to the Manchester City Library. Mailing labels would be appreciated. The bibliography was funded with a grant from the Government Publications Librarians of New England, a NELINET Task Group.

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## **Are Your Documents Guidelines Up to Date?**

Each depository library should have a complete, up-to-date set of the publications on various aspects of the depository library system issued by the Library Programs Service. The end of the year is a great time to take inventory and review this basic documentation. Below is a complete list of the publications that each depository library staff member should have access to and be familiar with. Transmittals and updates issued after the release of the basic volume, and that are still in effect, are shown to the right. Superseded transmittals are not listed.

### **Instructions to Depository Libraries**

GP 3.26:44/984      Transmittal #2 (4/1986) (Appendix C only)  
                            Insert (1988) (Tabs and text)  
                            Transmittal #3 (4/1988)

### **Guidelines for the Depository Library System (1988)**

### **Federal Depository Library Manual**

GP 3.29:D 44      Transmittal #2 (11/1989)

### **A Directory of U.S. Government Depository Libraries:**

**The Present Law Governing Designated Depository Libraries**  
Y 4.P 93/1-10:988

### **GPO Classification Manual: A Practical Guide to the Superintendent of Documents Classification System**

GP 3.29:P 88

### **An Explanation of the Superintendent of Documents Classification System**

GP 3.2:C 56/8/990

### **Government Printing Office Cataloging Guidelines**

GP 3.29:C 28/990

If you are missing any of these titles or need extra copies, please contact the Chief, Depository Services (SLL), Library Programs Service, U.S. G.P.O., Washington, DC 20401.

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# News Release



UNITED  
STATES  
GOVERNMENT  
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OFFICE

For Release : IMMEDIATE  
November 13, 1990

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Contact: Carlyn Crout  
Acting Director  
Public Affairs  
(202)275-3204

## LIBRARIAN RIDLEY KESSLER RECEIVES GPO'S HIGHEST AWARD

Public Printer of the United States Robert W. Houk recently presented the Distinguished Service Award and gold medal to Ridley R. Kessler, Regional Documents Librarian at the Davis Library of the University of North Carolina at Chapel Hill. The honor is the highest award that the U.S. Government Printing Office (GPO) can bestow on an individual and was given to Kessler for "his outstanding record of service and dedication to the Depository Library Council to the Public Printer, 1987-1990, and for his leadership as Council Chair, 1989-1990."

Public Printer Houk presented the award at the fall 1990 meeting of the Depository Library Council on October 24, 1990. The Council advises the Public Printer on Depository Library Program-related issues. The Depository Library Program, which is administered by GPO, provides Government publications free of charge to 1,400 libraries in the United States and its territories, helping to fulfill the Federal Government's commitment to a well-informed citizenry.

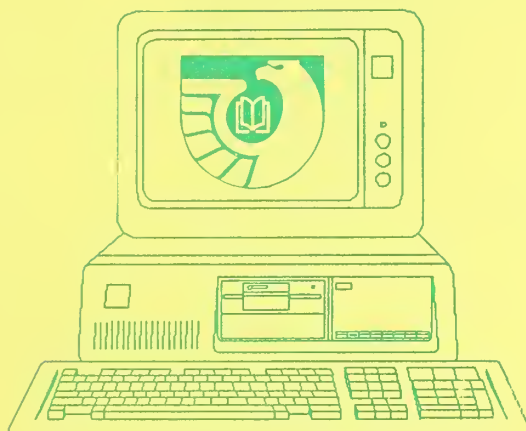
In presenting the award to Kessler, Public Printer Houk noted: "Over his long career as a librarian, he has demonstrated a steadfast dedication to public service and to the highest degree of professionalism. He has developed the depository collection and service at the Davis Library; and during the most recent visit by GPO inspectors, the library received ratings of excellent in all categories, a rarely achieved accomplishment."

Houk further noted that Kessler brought a dedication to excellence to the Depository Library Council, to which he was appointed in 1987. In 1989, Kessler became Council Chair and during his year in office, according to Houk, "provided expert leadership for the Council and invaluable insight and assistance to the Public Printer, the Superintendent of Documents, and the entire Depository Library Program."

In his work as a depository librarian, Kessler has taken the initiative to encourage cooperative collection development among all of the North Carolina depositories in order to enhance service to Government information users. He developed guidelines and opened dialogue among the libraries, fostering better communication and a spirit of cooperation.

Kessler also applied for a research grant dealing with substantive issues regarding regional depository libraries across the country. Once the grant was approved, he personally developed and administered the project, producing previously unavailable data which proved valuable to administrators and planners dealing with regional depositories.

## THE DEPOSITORY LIBRARY LOGO...



**Has Been Scanned !!!**

**A graphic image of the Federal Depository Library Logo is now available from the Office of Marketing on 3.5 and 5.25 inch diskettes.**

**The file, "DEPSEAL.WPG" can be retrieved into WordPerfect 5.0 and 5.1.**

**Just contact Joyce Truman on telephone number 202-275-3635 to request a diskette in your preferred format.**



# Whatever Happened To . . . ? ? ?

Date November 12, 19901990-12Page 1 of 2

<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
D 7.6/20:991	0314-A-13	<u>Customer Assistance Handbook, 1991</u>  LPS has been informed by the Defense Logistics Agency that they cannot supply additional copies of this publication and LPS cannot reprint under provision of title 44, U.S. Code, section §1903, no rain check shortages will be filled.
D 101.66/3:13/8	0330-F	<u>MTMC Expediter, Vol 13, No. 8, August 1990</u>  LPS has been informed by the Department of Defense that they cannot provide sufficient copies of this publication for our depository mailing, and LPS cannot reprint under title 44, of the U. S. Code.
ED 1.2:F 95/990	0455-B-02	<u>Application for Fulbright-Hays Training Grants Faculty Research Abroad Program, etc.</u>  The department of Education has informed LPS that they cannot supply additional copies of this publication, and LPS cannot reprint under title 44, of the U. S. Code, no rain check shortages will be filled.
I 28.2:B 39/Arnel/ inst.	0637	<u>Arnel V. Bean Exercise, Instructor's Copy, etc., November 1989</u>
I 28.2:B 39/Bennis/ inst.	0637	<u>Bennie J. Floyd Exercise, Instructor's Copy, January 1988</u>
I 28.2:B 39/Good/ problem	0637	<u>Good Ole Bill Exercise, Problem Booklet, August 1989</u>
I 28.2:B 39/pit/ problem	0637	<u>Pit Distribution Troubleshooting Exercise, Problem Booklet, June 1989</u>  The four item 0637, publications above were mailed out short, however we will not be able to filled the shortage rain checks, as the Mines Bureau has informed LPS that they cannot supply additional copies, and LPS cannot reprint.

# Whatever Happened To . . . ? ? ?

Date November 12, 19901990-12Page 2 of 2

<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
I 49.100:28	0614-C	<u>Genetic Differentiation of Walleye Stocks in Lake St. Clair and Western Lake Erie, Fish and Wildlife Technical Report 28, 1990</u>  LPS has been informed by Fish and Wildlife that they cannot provide additional copies of this publication so no rain check shortages will be filled, LPS cannot reprint under provision of title 44, U. S. Code, section §1903.
J 28.2:An 8/3	0718-A	<u>Searching for Answers, Research and Evaluation on Drugs and Crime, July 1990</u>  LPS has been informed by the Justice Department that they cannot supply the additional copies of this publication, so no rain check shortages will be filled as LPS cannot reprint under provision of title 44, U. S. Code, section §1903.
L 1.2:Oc 5	0745	<u>Oconaluftee Job Corps Center</u>  LPS has been informed by the Labor Department that they cannot provide additional copies of this publication, and no rain check shortages will be filled, LPS cannot reprint under provision of title 44, U. S. Code, section §1903.
TD 4.9/2:	0431-A-55	<u>FAA World</u>  Please disregard notice on shipping list 1990-13, "Update to the List of Classes", Depository Libraries will be receiving this publication in the future under the same item number and class.

# Update to the List of Classes

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Class no.	Item no.	Change/Notice
A 17.18/6:	0095-A-02	AGRI-TOPICS (P), will be added to item number 0095-A-02.
C 55.439:	0191-B-09	Report to the Congress on Ocean Pollution, Monitoring, and Research (annual) (P), will be added to item number 0191-B-09. Because copies were available, this issue will be distributed in paper.
E 3.27/6:	0429-T-49	Energy Education Resources, Kindergarten through 12th Grade (annual) (P), will be added to item number 429-T-49.
E 3.32/3:	0429-T-58	Winter Fuels Report (weekly) (MF), will be added to item number 0429-T-58.
ED 1.18/3-2:	0460-C-04	Library Programs, Library Services for Indian Tribes and Hawaiian Natives Program, Review of Program Activities (MF), will be added to item number 0460-C-04. Since copies were available, this issue will be distributed in paper.
I 29.1/3:	0653-A	National Park Service Annual Science Report (MF), will be added to item number 0653-A. Because copies were available this issue will be distributed in paper.
I 29.96/3:	0654	Gateway National Recreation Area Program Guide (P), will be added to item number 0654. This is a title change from Gateway Outlook, last issued in 1982.
I 29.127:	0646-K	Clearinghouse Classifieds (P), will be added to item number 0646-K.
I 29.128:	0648-T	Timucuan Today and Tomorrow, A Newsletter from the National Park Service (P), will be added to item number 0648-T.
I 53.51:	0629-E-04	HRW (series) (MF), will be added to item number 0629-E-04. This issue will be distributed in paper because copies were available.
J 21.21:	0723-B	The President's Comprehensive Triennial Report on Immigration (MF), will be added to item number 0723-B. Because copies were available, this issue will be distributed in paper.



# Update to the List of Classes

Date 11-15-901990-15Page 2 of 2

Class no.	Item no.	Change/Notice
J 28.28:	0718-A-14	National Criminal Justice Thesaurus (P), will be added to item number 0718-A-14.
L 37.214:	0783-E-05	UI Data Summary (quarterly) (MF), will be added to item number 0783-E-05. Because copies were available, this issue will be distributed in paper.
LC 30.31:	0820-A	Subject Cataloging Manual, Subjects Headings... (P), replaces LC 26.8/4:. The item number remains 0820-A.
NF 2.8/2-28:	0831-B-02	Arts in America (P), will be added to item number 0831-B-02.
S 1.76/4:	0768-M	U.S. Department of State Indexes of Living Costs Abroad, Quarters Allowances, and Hardship Differentials (quarterly) (P), formerly issued by the Labor Dept., L 2.101:, will now be issued by the State Dept. The item number will remain 0768-M.
S 1.140:	0882-B	Focus on Central and Eastern Europe (irregular) (P), will be added to item number 0882-B.

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